

CITY OF TUALATIN

Classification Description

Job Title: Engineering Associate
Department: Community Development
Reports To: City Engineer
FLSA Status: Non Exempt

SUMMARY: Interacts with agencies, developers and public to provide and determine information on: existing and proposed development, easements, flood certificates, infrastructure availability and requirements, land use processes, property line adjustments, partition and subdivision plats. Processes a variety of land use applications. Reviews civil engineering design of projects and performs engineering work related to development and capital projects. Determines impact of proposed developments on City facilities and systems. Prepares staff report decisions. Does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Prepares staff reports and decisions determining conditions of approval for development applications. Processes a variety of land use applications, specifically property line adjustments and subdivisions. Provides public facilities findings and recommended decisions for architectural reviews. Creates engineering memos for conditional use permits, industrial master plans, plan map amendments and plan text amendments.

Meets with and assists agencies, contractors, developers, landowners and other interested persons to aid in the satisfactory completion of public works construction and private storm water facilities. Responds to inquiries concerning agreements, as-builts, dedication, easements, engineering projects, infrastructure, land use decisions, City standards and Clean Water Services code by e-mail, phone, in writing or in person.

Represents City at various outside agency hearings and meetings. Attends Council and Advisory Committee meetings to present Engineering matters for discussion and consideration.

Maintains records of applications, review proceedings, approvals, changes, correspondence, etc.

Reviews and processes easements, right-of-way dedications, plats, and other legal documents to be recorded.

Coordinates work with other departments in the City as well as other governmental agencies that may be concerned or affected by various projects to assure that impacts of projects are known and that all City and agency concerns are addressed.

Assists in making investigations, conducting studies and preparing reports relating to items affecting City facilities or systems. Assists in the preparation, implementation, updating and review of ordinances and codes.

Reviews the development and presentation of engineered plans and specifications for a variety of public works and private construction projects to assure compliance with City standards and conditions of approval.

Works with consultants to the City on various projects to complete projects in a timely and complete manner.

Participates in the design and preparation of plans, cost estimates, and specifications for capital projects including water, sanitary sewers, storm facilities, streets, and other similar construction.

Drives to job sites, city facilities, vendors, training programs, and meetings as necessary.

SUPERVISION: Works under the direction of the Civil Engineer. Independence of action is stressed. Assignments are general in nature requiring the application of technical skills and knowledge. Supervision of other employees is not a normal responsibility of this position. May be assigned as a lead person to direct specific work activities of other employees on specific projects as assigned.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Attendance & Punctuality – Consistently at work and on time; Arrives at meetings and appointments on time.

Cost Consciousness - Works within the approved budget; Conserves organizational resources.

Customer Service - Manages difficult or emotional customer situations; Understands and applies the principles of quality customer service; Responds promptly to customer needs and to requests for service and assistance; Solicits customer feedback to improve service.

Dependability - Follows instructions and responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Design - Generates creative solutions; Applies design principles; Demonstrates attention to detail. Makes use of manual and software design tools.

Diversity - Shows respect and sensitivity for cultural differences; Promotes and supports a harassment-free environment.

Ethics - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Interpersonal Skills – Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively listens to others without interrupting; Conveys a positive image of the City and its services; Keeps emotions under control; Remains open to others; ideas and tries new things.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Oral Communication - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; Participates in meetings.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Planning & Organizing – Prioritizes and plans work activities; Uses time resources efficiently; Plans for additional resources; Sets goals and objectives.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics; Works well in group problem solving situations.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.

Project Management – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project activities.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes, and ensures others observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures other staff use, equipment and materials properly.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Technical Knowledge, Skill and Ability: Considerable knowledge of Civil Engineering principles and practices as related to a wide variety of public works projects. Reasonable knowledge of design, construction, inspection and maintenance

of public works including utilities. Considerable knowledge of engineering and land survey systems.

Ability to effectively coordinate and plan multiple long-range and short-range projects simultaneously. Ability to prepare and interpret engineering plans and specifications. Ability to prepare technical reports regarding engineering and planning issues. Ability to communicate clearly and concisely, both in a written format and in the form of oral presentations.

Ability to perform complex technical computations. Ability to use a personal computer. Ability to follow oral and written instructions. Ability to establish and maintain effective working relationships with the public, other agencies and other employees. Ability to work under deadlines and manage priorities.

Language Skills: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Licenses or Certificates: Possession of, or the ability to secure possession of, a valid Oregon driver's license.

EDUCATION AND EXPERIENCE: Bachelor's Degree from an accredited college or university in Civil Engineering, or related field. One year of experience in professional civil engineering, or related field. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles; outside weather conditions; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.